



Job Posting

Position Title: Coordinator, Grants and Accounting

Reports To: Executive Director, Divisional Support and Accountability
Division of College, Career and Technical Education

Location:

Tennessee Department of Education
710 James Robertson Parkway
Nashville, TN 37243

Position Description:

This position will help facilitate the Division of College, Career and Technical Education's federal grants and manage all accounting needs.

Specific Position Responsibilities:

This position will be responsible for:

1. Providing coordination of the Division's budget and payments from both Federal and State funding sources, while coordinating State maintenance of effort and administration matching spending requirements
2. Providing coordination, development, planning, and administration for all CTE contracts and grants and the procurement of services
3. Oversight of federal and state program balances to ensure Division meets budgetary goals and avoids reversion of federal funds
4. Performing pre-audit and payment preparation of invoices and maintain records to support the division's assertion of effective contracts and grants resource management
5. Completing and transmitting requested reports from division, department, and multi-department sources regarding CTE financial information
6. Assisting in the development of (and maintenance of) division-wide fiscal procedures as necessary to ensure efficient and accurate processing of fiscal documents



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7. Interacting via oral and written communication with LEA administrators and state and federal agency personnel; responding to inquiries that are moderate in nature and/or direct inquiry to appropriate staff member or office
8. Assisting Executive Director, Divisional Support and Accountability in fiscal monitoring of sub-recipients that receive federal grant funds
9. Serving as a liaison between the Fiscal Division and the Division of College, Career and Technical Education

Qualifications:

Successful candidate will exhibit the following:

- Excellence
- Optimism
- Sound Judgment
- Courage
- Teamwork

Salary and Benefits:

Salary is competitive and commensurate with qualifications. In addition, a [comprehensive benefits package](#) is included.

To Apply:

Please e-mail a cover letter, resume, and contact information for three professional references to Bobby.Sanborn@tn.gov.

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